



# Minutes

## Ordinary Meeting of Council

Wednesday 23 May 2012 at 7:03pm

Queenscliff Town Hall  
50 Learmonth Street, Queenscliff

### **Distribution**

#### **Councillors**

Cr. Bob Merriman (Mayor)

Cr. Helene Butler

Cr. Lloyd Davies

Cr. David Mitchell

Cr. John Burgess

#### **Officers**

Lenny Jenner - Chief Executive Officer

Ev Wuchatsch - General Manager Governance & Community

Phil Josipovic - General Manager Planning & Infrastructure

**THIS MATERIAL DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL**



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## Appendices

Appendix	Title	Agenda Item	Distribution
Appendix 1	Borough of Queenscliffe Quarterly Finance Report to 31 March 2012	11.1 Quarterly Finance Report for the period to 31 March 2012	Under separate cover
Appendix 2	Pre-election Caretaker Period Policy	11.2 Pre-election Caretaker Period Policy	Under separate cover



**1. OPENING OF MEETING**

7:03pm

**2. PRESENT & APOLOGIES**

*Present:*

Cr. Bob Merriman (Mayor)

Cr. Helene Butler

Cr. Lloyd Davies

Cr. David Mitchell

Cr. John Burgess

Lenny Jenner - Chief Executive Officer

Phil Josipovic - General Manager Planning & Infrastructure

Allison Chaloner – Senior Accountant (7:03pm – 7:25pm)

*Apologies:*

Ev Wuchatsch - General Manager Governance & Community

**3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES**

Councillors: Nil

Officers: Nil

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**4. PUBLIC QUESTION TIME**

Nil.

**5. CONFIRMATION OF COUNCIL MEETING MINUTES**

**5.1. Ordinary Meeting of Council – 11 April 2012**

A copy of the previous Minutes of the Ordinary Meeting of Council held on Wednesday 11 April 2012 was distributed to Councillors under separate cover.

**Councillors: Burgess/Butler**

**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 11 April 2012, as distributed, be confirmed as an accurate record.**

**Carried Unanimously**

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## **6. RECORD OF ASSEMBLY OF COUNCILLORS**

Record in accordance with section 80A(1) of the Local Government Act 1989 (see **Adjunct to Item 6**).

**Councillors: Davies/Butler**

**That the Record of Assembly of Councillors, as presented in Adjunct to Item 6, be noted.**

**Carried Unanimously**

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## 7. MOTION ON NOTICE

### 7.1. Motion On Notice Status Update

**Councillors: Butler/Burgess**

**That the Motion On Notice Status Update, as presented in Adjunct to Item 7.1, be noted.**

**Carried Unanimously**

### 7.2. Motion Number: 2012/558 Legal Advice in Regard to a Public Notice

**File: QG175-01-01**

*In accordance with the Borough of Queenscliffe Local Law No. 1, 2010 notice was received by the Chief Executive Officer of the following motion on 17 May 2012.*

#### **Background**

Council will remember at the March 2012 Ordinary Meeting of Council, Cr Mitchell asked during the discussion of the Planning List as a Question Without Notice, whether or not certain material distributed in the community relating to a Planning Application could be construed as intimidation and prevent or discourage parties lodging proper objections to a Planning Application.

Attached to this Notice of Motion is a Public Notice which was circulated broadly in the Queenscliffe community regarding the Planning Application being considered by Council for the Redevelopment of the old Nursing Home site in Hesse St Queenscliff. (**Attachment 1**)

At this point the name of the association and its office bearers responsible for the distribution of the attached Public Notice have been withheld.

The attached Public Notice reads first in support of the development, and secondly describes those people as having made objections as being disadvantageous to the wellbeing of the township.

It is proposed that recipients of the Public Notice could be discouraged from submitting an objection to the Planning Application in question or indeed any Planning Application for fear of intimidation and ostracism by the association responsible for the publication of such material or other person as objections to a Planning Application in the course of progressing the Planning Application become publicly known.





It is proposed that Council request the CEO to provide his view and seek legal advice on the publication of such material in our community.

*I, Cr. David Mitchell hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 23 May 2012.*

**Councillors: Mitchell/Davies**

**That Council request the CEO to provide his view and seek legal advice as to whether or not the attached Public Notice breaches any provision of the Planning and Environment Act, or considers that Council as a matter of good and fair process make it known in the broader community and to the association in particular that material of the type attached to this Notice of Motion is inappropriate as it may discourage parties lodging proper objections to a Planning Application.**

**Cr Mitchell requested a division:**

**For: Crs Mitchell & Davies**

**Against: Crs Merriman, Butler & Burgess**

**Motion Lost**

**Councillors: Davies/Mitchell**

**That Council as a matter of good and fair process make it known in the broader community and to the association in particular that material of the type attached to this Notice of Motion is inappropriate as it may discourage parties lodging proper objections to a Planning Application.**

**Cr Mitchell requested a division:**

**For: Crs Mitchell & Davies**

**Against: Crs Merriman, Butler & Burgess**

**Motion Lost**



Attachment 1



**ALL Business Owners on Hesse Street**

***This Association seeks your attendance at the  
Planning Review Meeting at the Borough Offices  
Next Wednesday 7<sup>th</sup> December at 7.00PM.***

***This particular pending application is for an  
Eight Shop Development by Citiprop on the  
Vacant site of a former Aged Care Facility at the  
top end of Hesse Street. An infill that has been so  
desperately needed for so many years - yet - this  
application, like every other commercial one  
submitted in the last three years, is being  
challenged - by the same perennial objectors -  
who seem to relish in the opportunity to stop each  
& every venture - by any Business who wishes to  
enhance, contribute & attract people to all our  
Commercial Precincts within the Borough.***

***Hesse Street beyond the roundabout is an  
untapped precinct crying out for a full shopping  
experience to stimulate a passing trade down the  
Street to every other existing Business.  
Positive people, such as yourselves, who  
contribute openly to the fiscal well-being of these  
Towns must be supported !***





## **8. CORRESPONDENCE**

### **8.1. Petitions and Joint Letters**

Nil

### **8.2. Inwards Correspondence**

Date	Correspondence
10 April 2012	Correspondence received from Selwyn Custance, Town Planning Consultant regarding parking at Queenscliff Ferry.
10 April 2012	Correspondence received from Borough resident regarding Cypress trees in Flinders Street, Queenscliff
11 April 2012	Correspondence received from Point Lonsdale resident expressing congratulations to Council
19 April 2012	Correspondence received from Australian Volunteer Coast Guard Association expressing thanks for Community Grant
3 May 2012	(1) Correspondence received from Queenscliff resident providing comments on Draft 2012-2013 Budget
3 May 2012	Correspondence received from Queenscliffe Community Association Inc providing comments on Draft 2012-2013 Budget
3 May 2012	(2) Correspondence received from Queenscliff resident providing comments on Draft 2012-2013 Budget
9 May 2012	(3) Daily Correspondence received from Queenscliff resident providing comments on Draft 2012-2013 Budget

**Councillors: Butler/Burgess**

**That the Correspondence be noted.**

**Carried Unanimously**



## 9. MAYOR'S REPORT

### 9.1. Functions Attended

Date	Function Attended
6 April 2012	Mayor introduced festivities for the Kids Busking for the Kids event
10 April 2012	Mayor attended the G21 Audit Committee Meeting
11 April 2012	Mayor attended an announcement by David Koch, MLC, Member for Western Victoria Region for the Police statement of the continuation of our police station at current strength
25 April 2012	Cr Burgess, deputising for the Mayor, attended the Anzac Day Dawn Service
25 April 2012	Cr Burgess, deputising for the Mayor, attended the RSL Anzac Day Service
25 April 2012	Cr Burgess, deputising for the Mayor, took the Salute with Colonel Andrew Gallaway
25 April 2012	Cr Burgess, deputising for the Mayor, attended the Anzac Day Memorial Service
25 April 2012	Cr Butler, deputising for the Mayor, attended The Australian Porsche 356 Register Cocktail Party
27 April 2012	Cr Burgess, deputising for the Mayor, attended the Expo Lunch hosted by the Minister for Regional and Rural Development, Peter Ryan
9 May 2012	Cr Davies, deputising for the Mayor, attended the Salvation Army Special Breakfast to launch the Red Shield Appeal for 2012
9 May 2012	Cr Burgess, deputising for the Mayor, attended the City of Greater Geelong City Plan and Annual Budget 2012 meeting
16 May 2012	Cr Burgess, deputising for the Mayor & the CEO attended the Rural Council's Victoria Forum
16 May 2012	Cr Burgess, deputising for the Mayor & the CEO attended the MAV State Council Meeting

**Councillors: Burgess/Davies**

**That the Mayor's Report be received.**

**Carried Unanimously**



**10. COUNCILLOR PORTFOLIO REPORTS**

Nil

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## **11. GOVERNANCE, FINANCE & EXTERNAL RELATIONS**

### **11.1 Quarterly Finance Report for the period to 31 March 2012**

**File:** QG085-01-08

**Report Author:** General Manager, Governance & Community  
Senior Accountant

#### **Purpose**

This report provides information on Council's operating and capital performance for the nine months to 31 March 2012 against the budget adopted by Council in June 2011.

The report considers the trends for all program areas and capital works projects, against the original budget and includes any known major changes to budget estimates (for example grant funding amounts that have since been confirmed and projects carried forward from 2010/11 for completion in 2011/12).

The quarterly report is essentially a "management" report based around Program areas and generated to ensure accountability for Program leaders and for management to monitor actual results in each area. An income statement is provided in the same format as the Budgeted Standard Income Statement showing the underlying result. (this format will be used in the Annual Financial Statements at year end).

As with each quarterly report throughout the year, the main focus is on forecasting the full year result compared to the result originally budgeted. This comparison to Budget is reported to Council as a legislative requirement under S138 of the Act. Year-to-date budget and actual figures are provided for information but the variance explanations are based on a review of the budgeted figures, that is, the difference between the Budget and the revised forecast.

#### **Background**

At its 15 June 2011 meeting Council adopted the budget for the 2011/2012 financial year. The budget was based on projected completion of projects and capital works at 30 June 2011 and information available at that time.

Any funding provided for projects/works incomplete as at 30 June 2011 have been carried forward to the 2011/12 financial year. The Capital Works report shows the 2011/12 Budgeted Capital Works as well as those carried forward from 2010/11.

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## Key Issues

The year-end forecast comprehensive result included in the Standard Income Statement indicates an improvement in surplus by \$1,225,000 to the adopted budget for 2011/12, predominantly the result of receiving \$1,000,000 capital funding under the Country Roads & Bridges Program (which was not in the original budget for 2011/12). In addition, a number of items have been identified as high priority due to risk management and reduced organisational performance issues. Funding has been redirected to these projects and where included as capital expenditure has contributed to the improved comprehensive result.

The underlying position for the 2011/12 financial year has been revised from a budgeted surplus of \$341,000 to a forecast deficit of \$74,000, (the December quarterly report indicated \$275,000 deficit for the year). The variance to budget is due mainly to the large amount of funds carried forward from 2010/11 (unspent grants received late in the year, plus incomplete capital and other projects at year end). Also included in the 2011/12 forecast is the inclusion of a number of items determined by Council utilising the accumulated surplus from previous years. The Financial report (Appendix 1) attached provides details and comments regarding variances to budget.

As with previous quarterly reports, the Income statement's Comprehensive result is converted to a cash result in order to ascertain what unrestricted surplus funds are available from the annual rates budget. The accumulated position from surpluses generated in the two previous years was \$258,000 (as at 30 June 2011 – as reported in previous quarterly reports).

The March 2012 quarterly review indicates an accumulated cash surplus of \$256,000 will be available at 30 June 2012. This represents unencumbered monies which are real savings that have been accumulated from the Rates Budgets. Verification of this accumulated cash surplus is provided from a calculation based on Balance Sheet figures in the attached report. Note however at the Ordinary Council Meeting on 15 February 2012 Council resolved to take into consideration the estimated cash surplus of \$213,000, reported at December 2011, when formulating the 2012/13 Budget.

## Discussion

The financial report notes any major variations between the Budget and the revised forecast year-end position at 30 June 2012. A number of statements are presented including:

- Standard Income Statement (including the underlying operating result)
  - Working Capital Summary - conversion of Operating result to Cash/Rates result and a Statement of Income and Expenditure per the Rates Budget
  - Program summaries
  - Reserves summary
  - Debtors analysis
  - Debt position
  - Cash and investments
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- Creditor payments
- Capital report
- Line item report
- Program report

Also included is commentary and a range of statistics in program areas for general information regarding specific items of interest. Reporting against KPI's both financial and non-financial is part of the accountability framework for Program Leaders and Management as part of both individual and departmental operational planning.

A summary of the Budget and Forecast results follow:

***Operating Result and Underlying Operating Surplus for 2011/12***

	<b>Adopted Budget</b>	<b>YTD Actual</b>	<b>Revised Forecast</b>
Revenue	\$8.685m	\$7.945m	\$10.760m
less Expenditure	<u>\$7.690m</u>	<u>\$5.499m</u>	<u>\$ 8.544m</u>
<b>Operating Result</b>	<b>\$0.995m</b>	<b>\$2.446m</b>	<b>\$ 2.216m</b>
less Other non-operating items	<u>\$0.005m</u>	<u>\$0.003m</u>	<u>\$ 0.000m</u>
<b>Comprehensive Result</b>	<b>\$0.990m</b>	<b>\$2.443m</b>	<b>\$ 2.216m</b>
less Capital income and Asset sales	\$0.654m	\$1.518m	\$ 2.290m
add back Other non-operating items	<u>\$0.005m</u>	<u>\$0.003m</u>	<u>\$ 0.000m</u>
<b>Underlying Operating Surplus/(Deficit)</b>	<b><u>\$0.341m</u></b>	<b><u>\$0.928m</u></b>	<b><u>(\$0.074m)</u></b>

The table above shows an underlying deficit of \$74,000 is forecast for the 2011/12 financial year against a budgeted surplus of \$341,000, a decline of \$415,000 in the budgeted underlying surplus. This relates predominantly to carry forward items from 2010/11 which will be completed during 2011/12, as well as an increase of \$61,000 in depreciation expense relating to the recent infrastructure revaluation completed at 30 June 2011.

Also impacting on the bottom line is Council's decision to include a number of items in the 2011/12 year utilising the accumulated surplus from previous years. These items were reported at December 2011 and are repeated below:

- \$70,000 Monahan Centre Kitchen Fit-out (some expenditure in 2011/12, completion forecast for 2012/13)
- \$50,000 Dog Beach Car Park Upgrade (project to commence in 2011/12, majority of works to be carried out in 2012/13)
- \$45,000 Queenscliff Recreation Reserve Electrical Point of Supply
- \$27,000 Underground Powerlines in Point Lonsdale Road (part for design in 2011/12, balance set aside for implementation in future years)





- \$17,000 Queenscliff Recreation Reserve Oval Fence Replacement
- \$10,000 Point Lonsdale Foreshore Landscape Plan
- \$50,000 Significant Tree Register (funds set aside at this stage until project is scoped)

An increase in revenue is forecast for operating and capital grants, capital contributions and interest received. Revision of some expenditure items has also occurred, including the redirection of expenditure from operating to capital projects. (thereby impacting positively on the Comprehensive result). More detailed comments are provided in the report.

In order to ascertain an underlying operating result, as has been calculated in Council's Long Term Financial Planning and Financial Key Performance Indicators, any Capital funding is deducted. Whilst this does not comply with current accounting standards and therefore cannot be disclosed in this manner in the audited statements for the Annual Financial Report, it is deemed a valuable method of determining a purely operational result. This is done on the basis that Capital Expenditure is not contained in the Income Statement whilst the Capital funding, in terms of grants and contributions (matching principle), is included.

It should be noted however, that the underlying result will not indicate the movement of funds from one year to the next for incomplete works at year end and thus trends need to be based on averages over a period. For this reason a Statement of Income and Expenditure is produced to show the Rates budget in terms of sources of funds and related expenditure including Capital items of expenditure (non cash items such as depreciation, are not included).

### ***Detailed report by program area***

A full report of actual income and expenditure against each program area is shown in the attached report (refer **Appendix 1**).

As with previous quarterly reports there are a number of non-financial indicators included in this report. There is continued focus on the provision of meaningful, measurable performance indicators in each program area.

### ***Capital report***

The budget, YTD actual and year-end forecast results for Capital funding and expenditure is also shown in the attached report. Project income and expenditure has been collated and the transfers to and from reserves is provided to show a clear picture of capital transactions.

2010/11 incomplete projects are shown in the report including the funding that was reserved at the end of 2010/11 and carried forward into the 2011/12 financial year.



### ***Reserves summary***

The Carried Forward Reserve is used to show movements as project funding is transferred from one year to the next. Reserves have also been established to set aside funds for future years, specifically in relation to asset replacement (future building renewal requirements) and also to hold the balance of grant funding received for which expenditure is programmed to occur over future periods (e.g: Local Government Infrastructure Program funding).

### **Statutory Requirements**

Under Section 138 of the Local Government Act 1989, at least quarterly, a report comparing expenses and revenue to budget must be presented to the Council.

### **Council Plan**

The financial report is in line with the key strategy in the Council Plan to *'provide accountable governance and long term sustainable financial management'*.

### **Financial**

The report attached provides the opportunity for constant review of Council's financial position to ensure compliance with budgets.

### **Social**

No specific items to report.

### **Environmental**

No specific items to report.

### **Risk Management**

The quarterly report is part of Council's risk management framework to ensure financial reporting includes reporting against the adopted annual budget.

### **Officer Direct or Indirect Interest**

*Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must*

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*disclose the type of interest when providing the advice or report and before the advice or report is consider by the Council or the committee.*

There is no conflict of interest or pecuniary interest to be declared in relation to this quarterly finance report including the mid year budget review.

### **Results as at 31 March 2012**

Results for the year to 31 March 2012 are presented as an attachment to this report (**Appendix 1**).

The main points from the March quarterly review are:

- additional grant income of \$252,000 in coastal grants to be received, for which expenditure is expected to commence in the current 2011/12 financial year (with any carry forward for completion in 2012/13 to be determined as part of the 30<sup>th</sup> June year-end process)
- additional grant income of \$20,000 received (and subsequently expended) for the regional Victoria living expo
- \$175,000 for additional items identified as high priority due to risk management and reduced organisational performance issues (\$33k boat ramp access lane, \$51k to replace phones, audio equipment and I.T. servers, \$40k town hall improvements - toilet refurbishment and replacement of chairs, \$20k neighbourhood house all-abilities access)
- \$89,000 salary savings (home care, governance and administration) due to vacant positions and also due to a reduction in the requirement for high level home care
- \$50,000 net additional caravan park income (camping and cabins)
- \$40,000 savings in town planning amendment panels (\$15k) and contract work (\$25k)
- \$40,000 powerline and sundry tree clearance in line with more stringent State govt standards
- \$25,000 Coastal Environment Grant Matching Funds contingency not required in 2011/12 (see also \$25k identified in December quarter for Coastal Risk Mitigation – total \$50k)

As was reported in the December quarterly report and still relevant at the end of March, other variances from original budget include:

- \$269,000 additional project work to be undertaken in 2011/12, of which \$258,000 is funded from prior year cash surpluses
- \$250,000 Local Government Infrastructure Program funding to be received in 2011/12, of which \$70,000 will be spent in 2011/12 and the balance of \$180,000 will be transferred to Reserve at year-end for spending in future years
- \$25,000 Coastal Risk Mitigation Matching Funds contingency not required in 2011/12



As was reported in the September quarterly report and still relevant at the end of March, other variances from original budget include:

- \$1,000,000 Country Roads & Bridges funding received in 2011/12
- \$92,000 Victoria Grants Commission funding above level budgeted
- \$45,000 additional interest income earned on high cash balances
- \$28,000 reduction in waste collection budget
- \$15,000 savings in interest on unfunded superannuation liability (liability paid in full 1/7/11)
- \$15,000 savings in photocopying charges resulting from new photocopier lease
- \$35,000 advertising and recruitment costs above budget
- \$15,000 lease income below budget due to delays in negotiation on six leases

The March 2012 quarterly review indicates an accumulated cash surplus, after taking into account all of the above adjustments to the year end forecast, of \$256,000.

The cash surplus of \$258,000 accumulated over the last two financial years (2009/10 and 2010/11) has been fully allocated by Council for additional projects to be undertaken during the 2011/12 year.

The remaining cash surplus of \$256,000 reflects those variances as detailed in this quarterly report for the 2011/12 financial year.

Council at the Ordinary Council Meeting 15 February 2012 resolved to consider the estimated cash surplus of \$213,000, (the forecast for the full year reported at December 2011), when formulating the 2012/13 Budget. As stated the anticipated accumulated cash surplus at 30 June 2012 is forecast to be \$256,000 of which \$213,000 is allocated to 2012/13 projects.

## **Conclusion**

The quarterly review at 31 March 2012 indicating a \$256,000 accumulated cash surplus is based on the assumption that budgeted loan borrowings of \$150,000 will be carried out prior to 30 June 2012. The forecast cash surplus makes no provision for future superannuation liabilities, nor for the setting aside of additional monies towards future asset renewal requirements.

Whilst Council's Strategic Financial Plan recommends the transfer of any cash surplus at year-end to the asset replacement, the impending further call to fund an additional superannuation liability presents a financial situation that would need to be addressed in the short term (to avoid further cost impositions in terms of interest charges).

Officers recommend that Council continue with the budgeted borrowings of \$150,000 but retain any cash surplus at year end and defer the decision regarding placement of these funds until the



final 30 June 2012 cash position is determined and the unfunded superannuation liability is known.

**Recommendation:**

**That Council:**

- 1. Receives the Quarterly Finance Report for the nine month period to 31 March 2012.**
- 2. Retains any cash surplus at year end as accumulated surplus, pending clarification of other financial pressures including advice regarding the unfunded superannuation liability amount.**

**Councillors: Burgess/Davies**

**That Council:**

- 1. Receives the Quarterly Finance Report for the nine month period to 31 March 2012.**
- 2. Retains any cash surplus at year end as accumulated surplus, pending clarification of other financial pressures including advice regarding the unfunded superannuation liability amount and shortfall in the asset renewal reserve.**

**Cr Mitchell requested a division:**

**For: Crs Merriman, Butler, Burgess & Davies**

**Against: Cr Mitchell**

**Carried**



## **11.2 Pre-Election Caretaker Period Policy**

**File:** QG072-01-03

**Report Author:** Chief Executive Officer

### **Introduction**

The purpose of this report is to introduce a new 'Pre-election Caretaker Period' Policy for consideration as presented in **Appendix 2**.

### **Background**

It is essential for Council to have policies in place to provide a strong framework for Council management to implement. While it is not a statutory requirement, it is recommended that Councils have an adopted 'Caretaker Policy' in place to demonstrate the Council's commitment to probity in its election process and to allow for other matters to be addressed that are not covered by the Local Government Act 1989 ('the Act').

Sections 55D and 93A of the Act addresses the conduct of the Council during the election period. The election period starts on the last day for which nominations for the election of Council can be received, that being the 32<sup>nd</sup> day before election day.

The Act specifically prohibits the Council, a special Committee or a person acting under delegation by the Council publishing or distributing electoral matter during the election period and the making of major policy decisions as defined by the Act.

Those statutory requirements are the minimum requirements only and this policy further defines the expectations on the Council, Councillors, and Council staff during the period prior to the conduct of Council elections.

### **Council Plan**

The Borough of Queenscliffe Council Plan clearly sets out one of Council's key strategic directions as 'Providing accountable governance and long term sustainable financial management'.

### **Financial**

There are no financial considerations with this report.

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## **Social**

There are no negative social impacts resulting from the proposed policy. This policy clearly communicates Council's intentions to ensure that Council staff and current Councillors will not use public resources in election campaigning or make major policy decisions that may bind the incoming Council.

## **Environmental**

There are no negative environmental impacts resulting from the proposed policy.

## **Risk Management**

The adoption of a 'Pre-election Caretaker Period' Policy supports compliance with the Local Government Act and reduces Council's risk in this regard.

## **Discussion**

The election period commences at 12 noon on Tuesday 25 September 2012 and extends to 6.00pm on Saturday 27 October 2012. It is important to have a clear policy to ensure that the ordinary business of the Council continues throughout the election period in a responsible and transparent manner and in accordance with statutory requirements.

The draft 'Pre-election Caretaker Period' Policy clearly defines restrictions on Council business and the activities of Council staff and incumbent Councillors including:

- Making major and significant decisions;
- Ensuring the proper use of Council resources;
- Receiving information from Council staff; and
- Publicity

## **Conclusion**

Adopting a 'Pre-election Caretaker Period' policy assures the community that Council and Councillors will not use public resources in election campaigning.

Having reviewed published information from Local Government Victoria, the Victorian Local Governance Association, the Municipal Association of Victoria and other comparable policies adopted by neighbouring municipalities, it is now appropriate for Council to consider the draft 'Pre-election Caretaker Period' Policy for adoption.

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**Councillors: Davies/Butler**

**That Council adopt the 'Pre-election Caretaker Period' Policy as amended in Appendix 2.**

**Policy**

**4. Council Resources**

**'No local community forums *utilising Council resources* will be held by Councillors during the election period'.**

**Carried Unanimously**

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**12. SUSTAINABILITY & LOCAL ENVIRONMENT**

Nil.

**13. BUSINESS & TOURISM**

Nil.

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## 14. COMMUNITY DEVELOPMENT

### 14.1 Funding for Upgrading Community Facilities

**File:** QG110-02-02

**Report Author:** Chief Executive Officer

#### Purpose

This report provides Council with information regarding the status of funding applications to the State Government 2012/13 Community Facilities Funding Program and requests Council's support to progress a funding application to the 'Putting Locals First' funding program that is consistent with the 2010-2013 Council Plan.

#### Background

At its 21 September 2011 & 18 October 2011 Ordinary Meetings Council considered the State Government's 2012/13 Community Facilities Funding Program guidelines and determined to submit the following funding applications:

Funding Category	Project Submission	Grant Requested	BoQ Allocation	Total Cost
Minor Facilities	Upgrade of the Senior Citizens Centre to include the Sea Scouts	\$100K	\$150K	\$250K
Recreation Planning	Open Space Plan	\$30K	\$30K	\$60K

Funding applications were submitted in September and November 2011 and the State Government has recently formally advised that the Minor Facilities funding application was unsuccessful while the Open Space Plan submission was successful.

In relation to the Senior Citizens / Sea Scouts application under the Minor Facilities program, a follow up meeting with State Government assessment officers indicated that:

- The Sea Scouts/Senior Citizens application was of a high standard
- An over-subscribed state wide demand for funding under the Minor Facilities program category
- Given the excessive demand all submissions need to achieve a high score across all funding criteria and the Sea Scouts/Senior Citizens application was comparatively lower in relation to the criterion related to demonstrating an increase in participation in sport and recreation



Part of the feedback meeting was dedicated to examining other potential funding sources, particularly the new funding program 'Putting Locals First' (Improving Local Infrastructure category) that formed part of the Liberal National Government's election platform.

This discussion with State Government officers has identified a potential funding opportunity to incorporate two infrastructure improvements into a single application under the 'Putting Locals First' program. This would include:

Upgrading the Queenscliff Senior Citizens Centre (consistent with the initial application to the 'Minor Facilities' program) to increase the standard of the facility for the Senior Citizens and incorporate improvements and additions to meet the needs of the Queenscliff Sea Scouts.

Undertaking a range of facility and amenity improvements to the Bellarine Railway Station precinct including enhancing the heritage visage of the station precinct (including platform extension), relocate railway maintenance activities to Lakers Siding removing public safety risks at Queenscliff and minimising disruption to local residents, restoration of the heritage locomotive facility in Queenscliff and installation of public recreation facilities such as BBQs. The works described will reinstate the station to reflect how it appeared circa 1922.

An overview of the 'Putting Locals First' funding program guidelines highlights that following points:

<b>Funding Program</b>	<b>Putting Locals First</b>	
<b>Program Category</b>	Improving Local Infrastructure	
<b>Types of Projects considered</b>	<ul style="list-style-type: none"><li>– Civic Revitalisation</li><li>– Building or upgrading shared community facilities</li><li>– Heritage projects</li><li>– Pathway &amp; trail projects</li><li>– Tourism infrastructure</li></ul>	
<b>Maximum Grant</b>	Up to \$300K	\$300K - \$500K
<b>Funding Ratio</b>	\$3 State to \$1 Local	\$2 State to \$1 Local
<b>Voluntary or In-kind contributions</b>	Up to 50% of the applicants' contribution	
<b>Closing date</b>	Not applicable	

The maximum grant, funding ratio and the voluntary and in-kind contribution arrangements provide an outstanding opportunity to capitalise on the State Government funding ratio and utilise the potential voluntary contribution from local organisations, particularly the Bellarine Railway.

Given the existing allocation in the draft 2012/13 budget of \$150K for the Senior Citizens and Sea Scouts project and the allocation of \$40K to the Bellarine Railway in the 2011/12 budget no further funding allocation from the Council budget would be required.



## Council Plan

This proposal makes an important contribution to achievement of the Borough of Queenscliffe Council Plan 2010 – 2013 by improving the standard of community facilities, enhancing the amenity of the Bellarine Railway precinct, increasing the opportunities for participation and undertaking asset renewal. The relevant components are summarised as:

Strategic Direction	Strategy
Community Development	'Work in partnership with the community to build a strong, safe, inclusive and connected community.'
	'Facilitate opportunities in sport, recreation, arts, cultural and civic activities.'
Business & Tourism	'Work in partnership with businesses and the community to promote and support business and tourism opportunities, sensitive to the social and environmental amenity of the community.'
	'Support Geelong Steam Preservation Society to progress improvements to the Bellarine Railway Station facilities.'
Planning, Heritage & Community Assets	'Improve the development of infrastructure and maintain community assets.'

## Financial

This proposal and the related submission to the State Government would have no financial implications above and beyond the existing commitments that Council has made in its 2011/12 budget of \$40K towards the improvements to the Bellarine Railway and the 2012/13 budget commitment of \$150K to the Senior Citizens and Sea Scouts project.

Any additional contributions to a final project cost would be achieved by voluntary in-kind assistance from the Bellarine Railway.

## Economic

The proposal is likely to further enhance the tourism attraction of the Bellarine Railway given the improvements to the amenity and the increased standard of the facility.

## Social

The social benefits centre on improving the range and quality of community facilities.



## Environmental

There will be improvements to the energy efficiency of the Senior Citizens centre and a reduction in the carbon footprint.

## Risk Management

The proposal allows the Council to address emerging risk management issues associated with the age and standard of the Sea Scouts clubrooms and to improve the amenity of the Bellarine Railway precinct.

## Officer Direct or Indirect Interest

*Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is considered by the Council or the committee.*

Officers involved in developing the report have no direct or indirect interests.

## Conclusion

The 'Putting Locals First' funding program presents an outstanding opportunity for Council to work with local organisations to improve the standard and quality of community facilities and enhance the amenity of the Bellarine Railway precinct.

The funding guidelines and associated assessment criteria are consistent with the project goals and the intent of the Council Plan.

While there is a need to clarify the demand and competition for funds from this program on a statewide basis, the 'Putting Locals First' program potentially provides an excellent funding ratio that is within existing Council budgetary commitments.

## Councillors: Butler/Burgess

### That Council:

1. Approves a funding application to the State Government's 'Putting Locals First' program as outlined in this report;
2. Requests officers to work with the relevant community organisations to produce the funding submission.



## **Amendment**

**Councillors: Mitchell/Davies**

**That Council:**

- 1. Approves a funding application to the State Government's 'Putting Locals First' program as outlined in this report,**
- 2. Requests officers to work with the relevant community organisations to produce the funding submission,**
- 3. Before a funding application to the State Government's 'Putting Locals First' program is progressed a 'Heads of Agreement' be reached between Senior Citizens and Sea Scouts as to co-location,**
- 4. Council receive a briefing to discuss the future facility requirements of the Sea Scouts.**

**Cr Mitchell requested a division:**

**For: Crs Burgess, Mitchell & Davies**

**Against: Crs Merriman & Butler**

**Carried**

## **The Amendment became the Motion**

**Councillors: Mitchell/Davies**

**That Council:**

- 1. Approves a funding application to the State Government's 'Putting Locals First' program as outlined in this report.**
- 2. Requests officers to work with the relevant community organisations to produce the funding submission.**
- 3. Before a funding application to the State Government's 'Putting Locals First' program is progressed a Heads of Agreement be reached between Senior Citizens and Sea Scouts as to co-location**
- 4. Council receive a briefing to discuss the future facility requirements of the Sea Scouts.**

**Cr Mitchell requested a division:**

**For: Crs Mitchell & Davies**

**Against: Crs Burgess, Merriman & Butler**

**Motion Lost**



**Councillors: Davies/Butler**

**That Council:**

- 1. Approves a funding application to the State Government's 'Putting Locals First' program as outlined in this report subject to a letter of support from the two organisations involved in the co-location.**
- 2. Requests officers to work with the relevant community organisations to produce the funding submission.**

**Carried Unanimously**

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## 15. PLANNING, HERITAGE & COMMUNITY ASSETS

### 15.1. Planning Permit Activity Report

#### 15.1 (a) Summary Report

App. No	Date Received	Address	Proposal	Status
**2010/058	18/06/2010	1 Beach Street Queenscliff	Demolition of buildings within a Heritage Overlay ("Fisherman's Wharf")	Waiting on advice from applicant
**2011/057	27/05/2011 (Amended 28/11/2011 & 15/12/2011)	20-26 Hesse Street Queenscliff	Buildings and works for the construction of a two storey building within a Heritage Overlay, comprising eight (8) shops and eight (8) dwellings, reduction of the standard car parking requirement of Clause 52.06, waiver of loading bay requirement of Clause 52.07, alteration to and creation of access to a road in a road zone category 1, and variation to the side setback and site coverage requirements of the Design and Development Overlay – Schedule 1.	VCAT Appeal lodged by objector VCAT hearing scheduled for Wednesday 23 <sup>rd</sup> May, 2012.
**2011/077	15/07/2011	69 Flinders Street Queenscliff	The development of two (2) double storey dwellings, fencing and gates, variation to the setback requirements of the Design and Development Overlay – Schedule 3, subdivision of the land into two (2) lots with common property, and removal of native vegetation, in accordance with the endorsed plans	Notice of Decision issued
2011/102	27/09/2011	21 Stevens Street Queenscliff	Demolition of a dwelling and development of a new dwelling (two storey) and outbuilding in a Heritage Overlay, variation to the setback requirements of Design and Development Overlay – Schedule 1	Under consideration
**2011/103	30/09/2011	9 Stevens Street Queenscliff	Demolition of a dwelling and development of a new dwelling (two storey up to 7.7 metres) in a Heritage Overlay and alterations to an existing outbuilding	Notice of Decision issued
**2011/106	18/10/2011	153 Point Lonsdale Road Point Lonsdale	The construction of two dwellings (double storey), construction of a front fence, and subdivision of the land into two (2) lots with common property	VCAT Appeal lodged by objector VCAT hearing yet to be scheduled
2011/119	16/12/2011	29 Mercer Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay, demolition of an outbuilding, and variation to the side setback requirements of Design and Development Overlay – Schedule 1	Referral to Heritage Advisor





App. No	Date Received	Address	Proposal	Status
**2011/120	21/12/2011	3 Edgewater Close Queenscliff	The development of two dwellings (a single storey dwelling and a two storey dwelling up to 8.0 metres) and front fence, variation to the setback requirements of Design and Development Overlay – Schedule 3 and subdivision of the land into two lots	Under consideration
**2011/121	21/12/2011	142 Fellows Road Point Lonsdale	The development of an outbuilding (garage) and variation to the setback requirements of Design and Development Overlay – Schedule 4	Notice of Decision issued
2012/002	03/01/2012	40 Wharf Street Queenscliff	Alterations and extensions to an existing dwelling in a Heritage Overlay and development of an outbuilding.	Public notification
**2012/004	10/01/2012	64 King Street Queenscliff	Alterations and extensions (two storey) to an existing dwelling and variation to side setback requirements of Design and Development Overlay – Schedule 1	Public notification
2012/006	16/01/2012 (Amended 2/03/2012)	12 Bay Street Queenscliff	Demolition of an existing dwelling and construction of a dwelling in a Heritage Overlay	Under consideration
**2012/009	25/01/2012	24 Beach Street Queenscliff	Part demolition of an existing dwelling, alterations and extensions to an existing dwelling in a heritage overlay, construction of an outbuilding and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	Notice of Decision issued
**2012/011	06/02/2012	57 Winterley Road Point Lonsdale	Construction of a dwelling (two storey)	Under consideration
2012/014	10/02/2012	27 Hesse Street Queenscliff	Subdivision of land individually listed in the Heritage Overlay into two lots and the development of a fence	Under consideration
**2012/015	15/02/2012	23 Lonsdale Street Point Lonsdale	The development of a dwelling (two storey)	Under consideration
2012/019	28/02/2012 (Amended 23/04/2012)	22 Jennifer Crescent Point Lonsdale	The development of a second dwelling (two storey), alterations to an existing dwelling, and variation to the setback requirements of Design and Development Overlay - Schedule 4	Public notification Referral to Engineering Department



App. No	Date Received	Address	Proposal	Status
**2012/020	27/02/2012	6 Kiora Street Point Lonsdale	Alterations and extensions to an existing two storey dwelling, construction of fences and variation to the setback requirements of Design and Development Overlay – Schedule 4	Under consideration
2012/021	06/03/2012	62 Stokes Street Queenscliff	Alterations and extensions to an existing dwelling and outbuilding in a Heritage Overlay	Under consideration
2012/023	14/03/2012 (Amended 26/04/2012 & 11/05/2012)	96 Glaneuse Road Point Lonsdale	Alterations to an existing dwelling, the development of an outbuilding (bungalow) and variation to the side and rear setbacks of Design and Development Overlay – Schedule 4	Public notification
2012/024	19/03/2012	163 Point Lonsdale Road Point Lonsdale	The development of a two storey dwelling and front fence and alteration of access to a road in a Road Zone, Category 1	Further information requested 12 April 2012
2012/025	20/03/2012	42 Buckleys Road Point Lonsdale	The development of a dwelling (two storey) and garage and removal of native vegetation	Under consideration
**2012/026	20/03/2012 (Amended 02/05/2012)	13 Hesse Street Queenscliff	The development of business identification signage in a Heritage Overlay , waiver of the car parking requirements of Clause 52.06 of the Queenscliffe Planning Scheme associated with the use of the site as a restaurant and Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol (“Restaurant and Café Licence”)	Under consideration
2012/027	20/03/2012	9 Raglan Street Queenscliff	The development of a dwelling (two storey), outbuilding (pool house) and front fence and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 1	Under consideration
2012/028	21/03/2012	17 Edgewater Close Queenscliff	Alterations and extensions to an existing two storey dwelling	Public notification
2012/029	19/03/2012	4 Bay Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay and construction of a fence	Under consideration



**15.1(b) Summary Report: Applications Finalised Since Last Report**

App. No	Date Received	Address	Proposal	Status
**2011/080	22/07/2011 (Amended 23/08/2011)	187 Point Lonsdale Road Point Lonsdale	The development of a dwelling (two storey), outbuilding and fencing	Permit issued
**2011/104	30/09/2011	35 Hobson Street Queenscliff	The development of a second dwelling (two storey), demolition of outbuildings and removal of vegetation in a Heritage Overlay, alterations to an existing dwelling and subdivision of the land into two (2) lots	Permit issued
**2011/107	20/10/2011	14 Jordan Road Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Permit issued
2012/017	22/02/2012	42 Wharf Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a heritage overlay, and variation to the site coverage requirements of the Design and Development Overlay – Schedule 6, in accordance with the endorsed plans	Permit issued
2012/041	02/05/2012	77-79 Glaneuse Road Point Lonsdale	The construction of an outbuilding	Permit issued



**15.1(c) Summary Report: New Applications Received Since Last Report**

App. No	Date Received	Address	Proposal	Status
2012/031	03/04/2012	29 Roddick Grove Queenscliff	Alterations (deck) to an existing dwelling	Public notification
2012/032	03/04/2012	60 Buckleys Road Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification
2012/033	10/04/2012	17 Victor Street Point Lonsdale	Alterations and extensions to an existing dwelling	Further information requested 23 April 2012
2012/034	05/04/2012	9 Bailey Street Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification
2012/035	18/04/2012	11-13 Golightly Street Point Lonsdale	Alterations and extensions to an existing dwelling and the construction of a front fence	Public notification
2012/036	24/04/2012	10 Bethune Street Queenscliff	The development of a second dwelling (two storey) and carport and subdivision of the land into two lots	Further information requested 1 May 2012
2012/037	24/04/2012	44 Glaneuse Road Point Lonsdale	Alterations and extensions to an existing two storey dwelling and variation to the front setback requirements of Design and Development Overlay – Schedule 4	Public notification
2012/038	24/04/2012	5 Bowen Road Point Lonsdale	Alterations and extensions to an existing three storey dwelling and variation to the side and rear setback requirements of Design and Development Overlay – Schedule 3 and lopping of native vegetation	Public notification Referrals to Municipal Building Surveyor and CFA
2012/039	30/04/2012	18 Albert Street Point Lonsdale	The development of a dwelling (two storey) and variation to the wall length on boundary requirements of Design and Development Overlay – Schedule 4	Public notification Referral to Municipal Building Surveyor
2012/040	01/05/2012	76 Hesse Street Queenscliff	Part demolition and alterations to a building in a Heritage Overlay	Further information requested 7 May 2012 Referral to Heritage Advisor
2012/041	02/05/2012	77-79 Glaneuse Road Point Lonsdale	The construction of an outbuilding	Permit issued
2012/042	01/05/2012	2 Baillieu Street Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification



App. No	Date Received	Address	Proposal	Status
2012/043	04/05/2012	3 Moore Court Point Lonsdale	Alterations and extensions (carport) to an existing dwelling	Initial assessment being undertaken
2012/044	04/05/2012	38 Jordan Road Point Lonsdale	The development of a second dwelling, alterations and extensions (carport) to an existing dwelling and variation to the setback requirements of Design and Development Overlay – Schedule 4	Initial assessment being undertaken
2012/045	08/05/2012	3 Swan Island Queenscliff	Extension to the licensed floor area and outdoor area under Clause 52.27 of the Queenscliffe Planning Scheme to use the land for consumption of alcohol under a "Restricted Club Licence"	Further information requested 15 May 2012
2012/046	09/05/2012	16 Bridge Street Queenscliff	External painting of a dwelling in a Heritage Overlay	Referral to Heritage Advisor
2012/047	09/05/2012	15-17 Stevens Street Queenscliff	Part demolition of a dwelling, demolition of outbuildings, alterations and extensions (two storey) to an existing dwelling individually listed in a Heritage Overlay, construction of an outbuilding (two storey) and fence and removal of an easement under Clause 52.02 of the Queenscliffe Planning Scheme	Initial assessment being undertaken
2012/048	11/05/2012	44 Gellibrand Street Queenscliff	Alterations and extensions to an existing building and construction of an outbuilding	Initial assessment being undertaken

#### **LEGEND**

**\*\***                Objections received.

**Bold text**        **Officer delegation removed**



**Councillors: Mitchell/Butler**

**That the report be received.**

**Carried**

**Councillors: Mitchell/Butler**

**That Council resolve to remove delegation conferred under Section 98(1) of the Local Government Act 1989 in relation to Application 2012/04 – 64 King Street, Queenscliff on the basis of the Queenscliffe Urban Character Study and the Queenscliffe Design and Development Overlay.**

**Carried Unanimously**

*Cr Mitchell requested clarification of the status of Application 2011/057 - 20-26 Hesse Street, Queenscliff.*

*The General Manager Planning & Infrastructure responded by stating that the VCAT hearing was held on 23 May 2012.*

*Cr Merriman asked whether the outcome of the hearing regarding Application 2011/057 - 20-26 Hesse Street, Queenscliff, was known.*

*The General Manager Planning & Infrastructure responded by advising that the VCAT chairperson had given a verbal decision with a written decision to follow within a reasonable timeframe. That decision was to issue a permit as per Council's notice of decision with no additional conditions.*

*Cr Mitchell requested an update on the status of Application 2011/156 – 153 Point Lonsdale Road.*

*The General Manager Planning & Infrastructure responded by advising that a VCAT appeal had been lodged however subsequent mediation resulted in an agreement being reached between the applicant and the objector and the VCAT appeal was withdrawn by the objector.*



## **16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS**

Nil

## **17. QUESTIONS WITHOUT NOTICE**

### **17.1. Questions Without Notice Status Update**

**Councillors: Davies/Butler**

**That the Questions Without Notice Status Update, as presented in Adjunct to Item 17.1, be noted.**

**Carried Unanimously**

### **17.2. Questions Without Notice**

#### ***Councillor Request:***

Cr Bob Merriman, Mayor, asked if Council officers could prepare a report regarding Council owned land bounded by 61-75 Murray Road, Queenscliff & 260 Fellows Road, Queenscliff for the June 2012 Ordinary Meeting.

#### ***Questions Without Notice Status Update:***

Further to Adjunct 17.1, (21 March 2012 – *Property owner enquiries in regards to significant rises in RACV home insurance premiums for flood*) the CEO stated that he had undertaken discussions with Mr Paul Northey, General Manager RACV Insurance. As part of these discussions Mr Northey offered to meet with Council to discuss issues and influences related to insurance premium increases and the opportunity to utilize a set of case study examples taken from Queenscliff and Point Lonsdale, subject to resident's agreeing for their insurance information to be used for this purpose. Council indicated their support for the CEO to make arrangements that would facilitate this meeting.



## **18. LIST OF COUNCIL MEETINGS**

All Council Meetings are held at the Council Offices, 50 Learmonth Street, Queenscliff unless otherwise indicated.

PLANNING REVIEW MEETING

Wednesday 6 June 2012 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 20 June 2012 at 7:00pm

## **19. CONFIDENTIAL ITEMS**

**Time: 8:11pm**

**Councillors: Davies/Butler**

**That Council consider at the conclusion of all other business, at which time the meeting be closed to members of the public:**

- 19.1. Confirmation of Confidential Council Meeting Minutes – 11 April 2012  
(in accordance with Section 89 (2d) of the Local Government Act 1989)**
- 19.2. Proposed Botanic Gardens Project Control Group  
(in accordance with Section 89 (2i) of the Local Government Act 1989)**

**That Council suspend standing orders and commence 'in camera' meeting.**

**Carried Unanimously**

**Time: 8:37pm**

**Councillors: Butler/Burgess**

**That Council cease 'in camera' meeting and resume standing orders.**

**Carried Unanimously**





**20. RATIFICATION OF CONFIDENTIAL ITEMS**

**Councillors: Burgess/Davies**

**That the decisions made in camera be ratified by Council.**

**Carried Unanimously**

**21. CLOSE OF MEETING**

8:38pm

Confirmed

Cr B Merriman

**MAYOR**

20 June 2012

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## **ADJUNCT TO 6 - RECORD OF ASSEMBLY OF COUNCILLORS**

Record in accordance with section 80A(1) of the Local Government Act 1989.

### **6.1. Councillor Assembly – Wednesday 11 April 2012**

**Assembly Commenced: 6:17pm**

**Assembly Closed: 6:48pm**

**Assembly Location: Queenscliff Town Hall**

#### **Attendees:**

Cr. Bob Merriman

Cr. Helene Butler

Cr. Lloyd Davies

Cr. David Mitchell

Mr. Lenny Jenner, CEO

Ms. Ev Wuchatsch, General Manager Governance & Community

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Ms. Allison Chaloner, Senior Accountant (6:17pm – 6:38pm)

#### **Apologies:**

Cr. John Burgess

#### **Conflict of Interest Disclosures:**

Councillors: Cr. Butler declared a Conflict of Interest in relation to Item 2 – Publication of Historical Photos in that she is the President of the Queenscliff Historical Museum, and left the meeting from 6:38pm to 6:45pm

Officers: Nil

#### **Agenda Items:**

1. Finance Program Report
2. Publication of Historical Photos



## **6.2. Hesse St Hub Community Reference Group - Wednesday 18 April 2012**

**Assembly Commenced:** 3.30pm                      **Assembly Closed:** 5.30pm

**Assembly Location:** Queenscliff Town Hall

### **Attendees:**

Cr Helene Butler  
Lenny Jenner – Borough of Queenscliffe  
Phil Josipovic – Borough of Queenscliffe  
Emma Clark – Borough of Queenscliffe  
Peter Williams – Williams Boag Architect  
Jessica Black – Williams Boag Architect  
Richard s De Fegely  
Jocelyn Grant  
Alistair Hope  
Vanessa Schernickau  
Hillary Stennett  
Joan Lindros  
Rob Hendry  
Robyn Laws

### **Apologies:**

Maree Greenwood – Borough of Queenscliffe

### **Conflict of Interest Disclosures:**

Councillors: Nil  
Officers: Nil

### **Agenda Items:**

1. Presentation of concept ideas for Hesse St Hub



### 6.3. Councillor Assembly – Monday 14 May 2012

**Assembly Commenced: 6:21pm**

**Assembly Closed: 8:09pm**

**Assembly Location: Queenscliff Town Hall**

**Attendees:**

Cr. John Burgess

Cr. Helene Butler

Cr. Lloyd Davies

Cr. David Mitchell

Mr. Lenny Jenner, CEO

Ms. Ev Wuchatsch, General Manager Governance & Community

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Mr. Mitch Hodgson, Senior Planner (6:21pm to 7:49pm)

Mr. Terry Demeo, City of Greater Geelong (6:35pm to 7:25pm)

**Apologies:**

Cr. Bob Merriman

**Conflict of Interest Disclosures:**

Councillors: Cr. Butler declared a Conflict of Interest in relation to Item 5 – Fisherman's Wharf Attraction – Zephyr in that her current employer may be involved in business with Queenscliff Harbour Pty Ltd owner & left the Assembly between 7:49pm and 8:03pm

Officers: Nil

**Agenda Items:**

1. Planning Briefing - 64 King Street, Queenscliff
2. G21 Economic Development Strategy Briefing – Terry Demeo, City of Greater Geelong
3. Queenscliff Planning Scheme Timelines
4. Car Share
5. BOQ - Fisherman's Wharf Attraction – Zephyr
6. Reconciliation Committee
7. Invitation to Cr Tony Wolfe,



#### ADJUNCT TO 7.1 – MOTION ON NOTICE STATUS UPDATE

Date	Motion Number	Action	Status
21 September 2011	2011/552 - Public Tree Removal Policy	That Council defer the following motion and request a report from Officers and a response from the Council's Vegetation Advisory Group in relation to this Motion	This is yet to be implemented.

#### ADJUNCT TO 17.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question Title	Action	Status
15 February 2012	Will the Planning Officers include in the Monthly List of Planning Applications: (1) Applications to extend existing Planning Permits, and (2) Applications to vary existing Planning Permits	The CEO responded indicating that he would arrange a briefing workshop with the Council to identify Council's expectations and determine the way of managing such circumstances in the future	Briefing planned for June 2012
15 February 2012	Can we please be advised when the rail lines stored on Vic track land in the narrows beside Swan bay will be removed	The CEO advised that a letter requesting a response to the concerns raised is being prepared and will be sent in the coming days.	Bellarine Railway has advised that works will commence in May/June 2012 and will be completed by 31 December 2012 (weather permitting). Completed



Date	Question Title	Action	Status
21 March 2012	Given that COGG has now adopted a floor level of 2.35m AHD for new construction in low lying areas of Point Lonsdale, is the BOQ intending to consistently apply the same minimum floor level for the low lying areas of Point Lonsdale?	<p>The question referred to two specific applications, first one being <b>2011/120 - 3 Edgewater Close, Queenscliff</b>. This application was referred to the Corangamite Catchment Management Authority (CCMA) on 24th January, 2012, and a response was received by Council on 16th February, 2012. The CCMA both recommended against approval of the application and nominated a required floor level of 2.54m AHD for the dwellings if planning approval is granted after considering all other relevant factors to provide the required nominal flood protection of 300mm above the applicable flood level, which is approximately 1.2 metres above the natural ground level on the site. This approach is consistent with all applications for properties located in areas nominated by CCMA as having flood risk.</p> <p>The second application is <b>2012/019 - 22 Jennifer Crescent, Point Lonsdale</b>. This subject site is not located within an area nominated by the CCMA as having flood risk. Accordingly, this application will not be referred to the CCMA for comment in regard to flood risk. This approach is consistent with resolution No. 3 of item 13.2 of the Ordinary Meeting of Council on 27 January, 2010, (page 30 of 87) which states that Council <i>'Continues to seek advice from the Corangamite Catchment Management Authority and other relevant agencies when considering each planning permit application in vulnerable areas'</i>.</p>	Councillor question answered. Planning applications yet to be determined.
21 March 2012	A number of enquiries had been made to the Council from property owners in regard to	The CEO confirmed that three residents had been in contact with Council advising of changes to their insurance premium and that their enquiries had found that this was due to assumed increase	CEO to clarify current approach by insurers.



Date	Question Title	Action	Status
	significant rises in RACV Home Insurance premiums for Flood. Would the CEO make enquiries direct with the RACV and report back to Council.	in flood risk. The CEO indicated that this matter had been raised with the Municipal Association of Victoria and that further enquiries would be made with the relevant insurance companies	
21 March 2012	Advise Council on an appropriate policy in regard to unauthorised tree lopping	The CEO undertook to report back to Council	Yet to be actioned.
11 April 2012	In relation to Item 17.1 in the Council agenda, can the CEO clarify the status of the steel rails stored along the side of Swan Bay in 'The Narrows', who controls this land and confirm how long the rails are likely to be stored in this location?	The CEO advised Council that the land was VicTrack land under the management of the Bellarine Railway. The CEO stated that he had met with Andrew Bridger, President, Bellarine Railway on 9 February 2012 and that Andrew Bridger informed him that the rails were salvaged from a disused railway in Geelong and that the rails would be used to replace old rails between the Station and the area beyond Lakers Siding and that this work would commence in May and be completed by the end of the 2012 calendar year. The CEO agreed to seek confirmation of the timing of the works	Further communication between the CEO, BoQ and Bellarine Railway has confirmed that the timing of the works are scheduled to be completed by 31 December 2012.
11 April 2012	Cr David Mitchell asked the CEO to confirm that the action related to the Questions Without Notice – Item 17.1 from the March Ordinary Council Meeting was missing from the April Ordinary Council meeting agenda.	The CEO acknowledged Cr Mitchell's assessment and indicated that the April Ordinary Council Meeting Minutes would include this information.	This information is included in the May Ordinary Meeting of Council Agenda.



Date	Question Title	Action	Status
11 April 2012	Cr David Mitchell asked whether at 43 Mercer Street, Queenscliff, the right hand or southern section of the front veranda, which prior to the commencement of the current works was closed in with partitioning containing waist high windows, will be reinstated	The CEO responded indicating that the Council officers were investigating the matter and all Councillors would be advised of the outcome of this enquiry.	Advice regarding this matter sent to all Councillors on 18 April 2012